

Reopened JOB ANNOUNCEMENT

POSITION: Purchasing Agent I
HIRING RANGE: 41-46/ \$14.27 to \$16.35
LOCATION: Administrative Office of the Courts, Salt Lake City
CLOSING DATE: Dec. 9, 2005 at 5:00 p.m.
TYPE OF POSITION: Full time with benefits

APPLICATIONS SHOULD BE DIRECTED TO:

Human Resources
450 S. State Street
P.O. Box 140241
Salt Lake City, UT 84114-0241
801- 578-3890 (fax)
801-238-7814

DUTIES: Under supervision of the Purchasing Agent II, assists with a wide variety of purchasing duties required for evaluating agency needs, planning, and analyzing a variety of product specifications, vendor information, and market forces, including:

- Assisting Purchasing Agent II with coordinating purchasing for the Courts; receiving purchase requisitions and reviewing for completeness and accuracy; assisting with detailed research to develop comprehensive bid specifications, and recommending use of special delegated purchasing authority
- Processing payments for all departments of the Administrative Office including state contracts and interpreters.
- Overseeing Courts purchasing card program by training cardholders and administrators on effective and approved card use and managing court purchasing card program
- Assisting vendors with state purchasing regulation compliance; advising staff regarding product utilization and purchasing regulations.
- Determining whether contract exists, checking contractual terms to match agency needs; assisting with developing contracts by incorporating specifications based on detailed research
- Solving invoicing and shipping problems, inspecting shipments and checking delivery invoices against purchase orders
- Training Court staff on purchasing policies and procedures.
- Performing other related duties as assigned

REQUIRED QUALIFICATIONS: Bachelor's degree in business, marketing or related field and 1 year of purchasing related experience or an equivalent combination of education and experience. Knowledge of purchasing practices and procedures, regulations, principles, general accounting principles, and business English. Skill in data entry, use of electronic spreadsheets and word processors required.

Preference may be given to applicants with extensive progressive purchasing experience, in particular with State, County, or City government; those strongly skilled in interpreting state finance and state purchasing policies and procedures and the implications of following them. Applicants will be asked to bring a writing sample to the interview.

APPLICATION PROCEDURE: Applications may be obtained from the Administrative Office of the Courts, 450 S. State, Third Floor, SLC, or online at www.utcourts.gov

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.